AISES 2017 TIDBITS AND SUCH READ

Heather Richardson <heather.richardson@american-tradeshow.com> Tue, Sep 19, 2017 at 6:17 AM
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Hey Gents!

I know I have briefed you both and sent the special processing but I just thought I would send this to accompany the rest of the information you have and it is in 1 spot.

Lead Retrieval:

Sponsor Scanners to be delivered and trained on the scanner

Partner	Contact Name	Contact Email
3M (booth 500)	Michelle Morgan Mark Fairbanks	mamorgan@mmm.com mafairbanks@mmm.com ckondo@mmm.com
America's Navy (booth 400)	Gerald Madduma	gerald.madduma@navy.mil
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USDA – NRCS (booth 512)	Deborah Clairmont	Deborah.Clairmont@il.usda.gov

Registration:

Please look over the special processing again and if you have not please do.

Here are important things to take into consideration for registration and training the staff:

· If an attendee purchased a guest pass for the gala, there will be a pop up asking to enter the guest and mark off gala in the interface. Choose the reg type guest and check off gala. Print badge and the barcode will be encoded for the gala.

· If an attendee purchased a gala table for the gala, there will be a pop up asking to enter the guests and mark off gala in the interface. Choose the reg type guest and check off gala. Print badge and the barcode will be encoded for the gala. 10 guests can be at 1 table that means you will enter 10 people

· If an attendee purchased more than 1 professional dinner, there will be a pop up asking to enter the guest and mark off professional dinner in the interface. Choose the reg type guest and check off professional dinner. Print the badge and barcode will be encoded for the professional dinner. Another tidbit is if they purchased the dinner ahead of time, PMD prints on the badge.

· If any of the above rules are applied at FT, then they will be prompted to see the onsite registration counter to finish getting guest tickets or complete registration.

· If any t-shirts have been purchased, there will be a pop up telling them to go to the merchandise counter to pick up t-shirt. They will have a list of the sizes for that person.

Sessions:

Only two sessions are access controlled and those would be the gala and the professional dinner. It looks like you may need 3 to 4 scanners for the sessions

Survey: Do not load the surveys yet at all. The client had a change and Jackie will be making those changes this am and resending to you. We discussed 10 units for the survey so make sure you have at least 10 units loaded and confirm with the client. Andrew is in charge of training the judges. Just a reminder training is on Wednesday from 5-6pm so you have time to get the new load on units.

I am travelling today and land in Cali around noon and meet my client so if you need me I will be available around the time you will be getting access to the reg counters to begin setting up.

Thanks,

Heather

Heather Richardson

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